MISSOURI DEPARTMENT OF CONSERVATION
Outdoor Classroom Grant

2007 - 2008 APPLICATION COVER PAGE

Please print clearly

_____ _____
School | Total amount of grant funds requested *($1,000 maximum)*

_____
School mailing address, city, zip code

_____ _____ _____
School district | Area code and phone | FAX

_____ _____ _____
County | Representative district number | Senator district number

_____
Project coordinator

_____ _____
Project coordinator position | Project coordinator e-mail

Grade level of students involved in project (circle all that apply) Pre -K K-5 6-8 9-12

I, the undersigned, approve the submission of this proposal and the implementation of the project herein described. *(All signatures are **required** in order for the application to be considered for funding.)*

_____ _____
Signature of project coordinator | Date

_____ _____
Signature of lead groundskeeper | Date
(Other signature may be approved by MDC Education Consultant)

_____ _____
Signature of authorized school or district administrator | Date

_____
Printed name and title of authorized school or district administrator

_____ _____
Signature of MDC conservation education consultant | Date

Date of initial site visit by the MDC conservation education consultant _____
(Must take place before March 2, 2007) Date

SAMPLE PROJECT TIME FRAME

Application question number 7: Define the stages for implementing the project. Include a detailed time frame, specific actions and confirmed participants.

Stage/Timeframe	Activity	Participants
Fall 2006 Planning	Research plant species Collect plans for bird houses Research bird feeders	Sixth - Eighth grade students, teachers and Pepper Mill Gardens staff Fifth graders Fourth graders
Fall 2006	Site visit with MDC Education Consultant	Outdoor Classroom Committee and MDC Education Consultant
Winter 2006/2007 Planning	Design outdoor classroom site plans	Ninth – Twelfth grade students
March 16, 2007 *Postmarked*	Submit Outdoor Classroom Grant Application	Project Coordinator
Spring 2007 Fundraiser	Plant Sale	Pepper Mill Gardens staff Local Garden Club members Sixth – Eighth grade students
Summer 2007 Construction	Prepare site Build birdfeeders	PTO, staff, summer school students, Scouts, 4-H club Harold Stone's summer school Industrial Arts class
Fall 2007 Planting and Installation	Install birdfeeders Stock birdfeeders (ongoing) Plant perennials, trees and shrubs Decorate for open house Conduct open house tour Build birdhouses	Fourth graders; staff, volunteers Fourth graders Kindergarten-twelfth graders Kindergarten- twelfth graders Selected representatives from grades Kindergarten - Twelfth Fifth graders and Harold Stone's Industrial Arts class
Fall 2007 Fundraiser	Pancake Breakfast	Kiwanis Club, Parent volunteers, Sixth and Seventh graders
Fall 2007 Training	Professional Development Workshop	MDC Education Consultant, Outdoor Classroom Committee and other staff
November 9, 2007	Submit Interim Progress Report	Project Coordinator
Winter 2007/2008 Preparation	Start annual seeds in peat pots and grow labs Stock birdfeeders	Planting by K-2 students with maintenance help from older students Fourth graders
Spring 2008 Planting and Maintenance	Transplant annuals to site Plant perennials, trees and shrubs Install birdhouses Decorate for open house Conduct open house tour Stock birdfeeders	Kindergarten-third graders Fourth-twelfth graders; staff and volunteers Fifth graders Kindergarten-twelfth graders Class representatives from grades Kindergarten - Twelfth Fourth graders
May 9, 2008	Complete Grant Project and Conduct Final Site Visit	Teacher, students and volunteers MDC Education Consultant
May 19, 2008	Submit Final Report	Project Coordinator

SAMPLE ITEMIZED BUDGET

PROJECT COMPONENT	SUPPLIER	ACTUAL OR ESTIMATED COST	MDC GRANT REQUEST	MATCHING FUNDS	MATCHING FUNDS SOURCE
Native Perennials	Pepper Mill Gardens	$250	$200	$50	Local Garden Club
Annual Seeds	Pepper Mill Gardens	$30		$30	Pepper Mill Gardens
Shrubs (12)	Pepper Mill Gardens	$120	$120		
Trees (10)	Pepper Mill Gardens	$150	$150		
Mulch	City Mulch Site	Free			City Mulch Site
Birdfeeder and Birdhouse Supplies (nails, screws, lumber)	Parkview Hardware	$90	$40	$50	GL Construction
Birdbath	Nature's Gardens	$30	$20	$10	Student Ecology Club
Pond Kit	Pondmaster	$200	$200		
Discovery Scope (3)	Acorn Naturalist	$120	$50	$70	PTO
Binoculars (15)	Carolina Science Supply	$150	$100	$50	PTO
Monarch Watch Membership & Tagging Kit (2)	Monarch Butterfly Website	$50		$50	Student Ecology Club
Butterfly Net (3)	Science Fair Supply	$60		$60	Local Garden Club
Invertebrate Samplers	Acorn Naturalist	$30	$30		
Observation Containers	Acorn Naturalist	$40	$40		
Field Thermometer (2)	Acorn Naturalist	$20	$20		
Animal Track Replicas	Acorn Naturalist	$50	$30	$20	Student Ecology Club
Tiller (Loan)	Parent	$50		$50	Parent owner
Labor – Site preparation and construction of planting beds 10 people @ $5.15 per hour x 7 hours	PTO, Kiwanis Club	$360.50		$360.50	Parents
COLUMN TOTALS		**$1,800.50**	**$1,000.00**	**$800.50**	

SAMPLE BUDGET SUMMARY

CATEGORY	MDC GRANT FUNDS	MATCHING FUNDS	CATEGORY TOTALS
PLANTS *Includes seeds, grass, flowers, shrubs, trees*	$470	$80	$550
MATERIALS/SUPPLIES *Includes soil, soil amendments, wildlife feeders and nesting boxes, bird baths, materials for pond or wetland construction, trail surfacing materials*	$260	$60	$320
INSTRUCTIONAL AIDS* *Includes compasses, identification guides, butterfly nets, bird boxes, interpretive signage, etc.*	$270	$250	$520
LABOR *Includes hired or donated labor and equipment used for development of the site*	0	$410.50	$410.50
PROFESSIONAL DEVELOPMENT **			
COLUMN TOTALS	$1,000.00	$800.50	$1,800.50

***Instructional Aids**: Schools whose grant proposal is approved for funding will receive an *Instructional Resource Trunk* containing selected Missouri Department of Conservation books, videos, CD's and posters appropriate for use with the outdoor classroom.

****Professional Development:** workshop and registration fees, substitute pay *(professional development costs are ineligible for grant funds but can be used as matching funds)*

TIPS FOR SUCCESSFUL OUTDOOR CLASSROOM PROJECTS

To assist you in preparing an application for a Missouri Department of Conservation Outdoor Classroom Grant, consider the suggestions below aligned with the corresponding application question.

Application Question #2
Describe the specific project you are seeking funds for and show how it will be used to promote interdisciplinary, hands-on instruction through conservation education. The items for which you are requesting grant funds need to be justified in your project description.

Successful projects demonstrate active student learning with strong connections between interdisciplinary in-class instruction and activities in the outdoor classroom.

Successful projects utilize grant funds for components that clearly support student learning in the outdoor classroom.

Application Question #3
Describe how students are involved in the planning, design, implementation and maintenance of the outdoor classroom.

Successful projects involve students through activities such as:

- Brainstorming their vision for what the outdoor classroom will include and how it will be used
- Surveying the school grounds and developing a base map showing existing features
- Identifying site conditions and researching plants appropriate for the site
- Researching the habitat needs of wildlife that may be attracted to the outdoor classroom
- Designing and building habitat components such as feeders and shelters
- Designing planting beds
- Planting, mulching, watering, weeding and other maintenance activities
- Raising funds for ongoing maintenance and future development

Application Question #4
List the participants (school staff, organizations, community members) involved in the project and describe their respective roles.

Successful projects involve a number of people in a variety of ways such as:

- Assembling a project committee consisting of teachers, administrators, board members, parents, custodians, students and resource people to oversee the planning and development
- Using resource people for technical assistance
- Involving faculty, students, parents and community in the physical development and ongoing maintenance
- Inviting 4-H clubs, scouts, FFA chapters, garden clubs and service organizations to be involved
- Soliciting local businesses for donations of in-kind services and materials

Application Question #5

Indicate how maintenance of the outdoor classroom will be sustained over time, including summer maintenance.

Successful projects utilize ongoing maintenance through such practices as:

- Involving custodians and maintenance staff in the initial planning
- Scheduling regular work days
- Establishing a summer maintenance program using volunteers such as summer guardians, nature clubs, summer school students, scouts, 4-H groups, and neighborhood associations

Site Map

Successful projects develop and utilize a comprehensive site plan which identifies and describes such items as:

- Existing features including vegetation, buildings, athletic fields, playgrounds, parking lots, roads and areas of special interest
- Locations for proposed components of the outdoor classroom including trails, wildlife structures, plantings, benches, ponds and other special features
- Soil conditions such as dry, sandy, wet, and rocky
- Topography features such as steep slope and high point
- Natural light conditions such as full sun, morning or mid-day sun, shade

Species List

Successful projects incorporate plant species that are well adapted to the site and enhance student learning. Information on recommended native plant species can be found at www.grownative.org.

SCORING GUIDE FOR GRANT APPLICATIONS

2007-2008 Missouri Conservation Department Outdoor Classroom Grant

$1,000 Maximum Request

Application Question Number/CRITERIA	4 Points	2 Points	0 Points
2a. Interdisciplinary Instruction	Project links instruction and student learning in **four or more** subject areas.	Project links instruction and student learning in **one to three** subject areas.	Project is **not linked** to schools current instruction. *Other*
2b. Hands-on Learning Opportunities (Hands-on learning can include such student activities as conducting investigations and observations.)	Project provides **several** hands-on learning opportunities in the outdoor classroom.	Project provides **a few** hands-on learning opportunities in the outdoor classroom.	Project involves **no hands-on** learning. *Other*
3. Student Involvement	Students will be involved in **three or four facets** of the outdoor classroom: site planning, design, project implementation and maintenance.	Students will be involved in **one or two** facets of the outdoor classroom.	Students have **no** role in the planning, designing, development, or maintenance of the site. *Other*
4. Project Partners	Proposal details exactly how a **team of people** which includes school staff, community members and organizations are involved in the project.	Project appears to involve **only school staff**.	Project appears to involve **only the project coordinator**. *Other*
5. Project Sustainability	The project includes **specific, detailed plans, including summer plans,** for ongoing maintenance.	The project includes some plans for ongoing maintenance, but **does not include summer maintenance.**	Plans for ongoing maintenance are **nonexistent**. *Other*
7. Project Implementation	Projects implementation stages include a **detailed** and realistic time frame, **specific** actions and **confirmed** participants.	Project implementation stages are **general** and participants are only suggested or not mentioned.	Project implementation stages are **not identified** *Other*
8. Site Features	It is apparent from the site map and pictures that the applicant has considered the potential and limitations of the site. The site diagram **clearly distinguishes** existing and proposed natural and built features. It includes **site dimensions** and **sun, soil and moisture conditions**.	The site diagram includes **most** but not all of the following: existing and proposed natural and built features; site dimensions; descriptions of sun, soil and moisture conditions.	The site map is **too difficult to read** or appears to be a generic map and does not include any of the existing or proposed features. *Other*
9. Budget Justification	All budget items are **reasonable**, **support** the goals of the project and can be **identified** in the answers to the application questions.	**Most** budget items can be **identified** in the answers to the application questions.	Budget items **cannot be identified** in the answers to the application questions. *Other*